



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Purchase Order

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Date: 02-17-2026

Order Number:	CPO 0211 4022 GSD2500000007 13	Change Order No:	7	Procurement Folder:	1431105
Document Name:	Building 22 Interior Renovations			Reason for Modification:	
Document Description:	Building 22 Interior Renovations			Change Order No. 7 - To increase and extend contract per attached documentation.	
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way		Effective Start Date:	2025-01-27	
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2026-08-10	

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000200085		Requestor Name:	Timothy M Lee	
THE NEIGHBORGALL CONSTRUCTION COMPANY 1216 SEVENTH AVE			Requestor Phone:	304-352-5492	
HUNTINGTON WV 25701 US			Requestor Email:	timothy.m.lee@wv.gov	
Vendor Contact Phone:	304-525-5181	Extension:	243		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US

CR 2-24-26

Total Order Amount: \$8,565,959.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 2/26/2026</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Jay</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>2-26-26</i> ELECTRONIC SIGNATURE ON FILE
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2/25/2026

Extended Description:

Change Order No. 7 is issued to extend and increase the original contract to August 10, 2026 (27 Days), according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders per the attached documentation. The extension of this contract is provided to provide the vendor time for the additional work.

Effective Date of Increase: 12/16/2025

Extend Contract from 07/14/2026 to 08/10/2026

Original Contract Price:	\$	7,820,000.00
Change Order 2 (Increase)	\$	38,721.00
Change Order 3 (Increase)	\$	268,907.00
Change Order 4 (Increase)	\$	22,239.00
Change Order 5 (Increase)	\$	73,312.00
Change Order 6 (Increase)	\$	74,168.00
Change Order 7 (Increase)	\$	268,522.00
New Contract Total:	\$	8,565,959.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	7820000.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-08-10				

Commodity Line Description: Base Bid plus alternate

Extended Description:
Base Bid plus alternate

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	38721.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-08-10				

Commodity Line Description: Change Order 2

Extended Description:
Change Order 2 (CCDs: 1-6)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72121103	0.00000		0.000000	268907.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-08-10				

Commodity Line Description: Change Order 3

Extended Description:
Change Order 3 (CCDs: 7-12)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72121103	0.00000		0.000000	22329.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-08-10				

Commodity Line Description: Change Order 4

Extended Description:
Change Order 4 (CCDs: 13-18)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72121103	0.00000		0.000000	73312.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-08-10				

Commodity Line Description: Change Order 5

Extended Description:
Change Order 5 (CCDs: 19-21)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72121103	0.00000		0.000000	74168.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-08-10				

Commodity Line Description: Change Order 6

Extended Description:
Change Order 6 (CCDs: 22-30)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	72121103	0.00000		0.000000	268522.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-08-10				

Commodity Line Description: Change Order 7

Extended Description:
Change Order 7 (CCDs: 31-37)



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Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 Building 22 Interior Renovations
 1001 Lee Street, East
 Charleston, WV 25301

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: January 27, 2025

CHANGE ORDER INFORMATION:
 Change Order Number: 007
 Date: December 08, 2025

OWNER: *(Name and address)*
 General Services Division
 103 Michigan Avenue
 Charleston, WV 25305

ARCHITECT: *(Name and address)*
 Pickering Associates - Charleston
 318 Lee Street, West
 Charleston, WV 25302

CONTRACTOR: *(Name and address)*
 Neighborgall Construction
 1216 7th Avenue
 Huntington, WV 25701

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

CCD #31 - The (3) isolation transformers would not fit beside the controllers on the north wall of the Elevator Machine room. Instead of a short electrical run from the disconnect locations to the AC controller starters, the primary side of the buildings electrical feed must now be pulled to the isolation transformers on the west wall as the first point of contact from the elevator control. This results in added cost for the electrical contractor to pipe and wire. \$7,445.00

CCD #32 - Proposal to provide gypsum board from designated height above ceiling to top out wall up to hard ceiling elevation to aid in sound protection. Associated work on the 4th Floor, 3rd Floor, and 2nd Floor. Walls on the 4th Floor were completed with that phase of work. \$41,255.00 ADD (6) days to Final Completion Date.

CCD #33 - Cost proposal for labor and material to provide floor leveling for Storage Room 307 on the 3rd Floor as per RFI #20 response. The existing floor system has steel angle projecting above the concrete floor that will not allow for the new floor finish to be installed, floor leveling will correct situation. \$2,562.00

CCD #34 - Cost proposal for labor and material to provide sheathing, EPDM around the perimeter of the Maintenance Building, tie into existing roof membrane, terminate walls using flashing, and detail per Elevate's 30 year warranty requirements. \$3,933.00

CCD #35 - Cost proposal for changes to the 2nd, Mezzanine, 1st, & Basement Floors per revised drawings. \$202,643.00 ADD (21) days to Final Completion Date.

- Architectural Drawings: A110, A111, A111A, A112, A121A, A122, A150, A151, A151A, A152, A411, A412, A413, and A610 per Revision 9 dated 9/2/2025
- Electrical Drawings: E113 & E123 per Revision 1 dated 10/22/2025, E133 per Revision 2 dated 10/22/2025, E122 & E603 per Revision 1 dated 10/23/2025, E132 & E604 per Revision 2 dated 10/23/2025, E111 & E121 per Revision 1 dated 10/29/2025, and E131 per Revision 1 dated 10/29/2025

CCD #36 - Proposal to remove (3) existing fence posts and replace with (3) new fence posts at the back entry to the building. See attached photo for chain link post locations. The end post will be reset in a new retaining wall cap. The other two internal fence posts will have center support posts and will be surface mounted to the top of the existing concrete wall. \$2,884.00

CCD #37 - Provide electrical work at circulation pumps per RFI #21 Response. Provide and install disconnects and associated wire/conduit from pumps to designated panel. \$7,800.00

See attached documents for full description on work being completed.

Total ADD - \$268,522.00

Total Days Added - 27

The original Contract Sum was	\$ 7,820,000.00
The net change by previously authorized Change Orders	\$ 477,437.00
The Contract Sum prior to this Change Order was	\$ 8,297,437.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 268,522.00
The new Contract Sum including this Change Order will be	\$ 8,565,959.00

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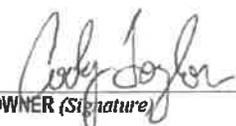
User Notes:

(6936c9cf8a12a9124e0eaa72)

The Contract Time will be increased by Twenty-Seven (27) days.
The new date of: Final Completion will be August 10, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

 ARCHITECT (Signature)	 CONTRACTOR (Signature)	 OWNER (Signature)
BY: Sean Simon, AIA, NCARB Director of Construction Services <i>(Printed name, title, and license number if required)</i>	BY: C.R. Neighborgall, IV, President <i>(Printed name and title)</i>	BY: Cody Taylor, Procurement Specialist <i>(Printed name and title)</i>
<u>12/10/25</u> Date	<u>12/11/2025</u> Date	<u>12/11/25</u> Date

 **Document G714® – 2017**

Construction Change Directive

PROJECT: (name and address)
Building 22 Interior Renovations

1001 Lee Street, East
Charleston, WV 25301

CONTRACT INFORMATION:
Contract For:
General Construction
Date:
December 09, 2024

CCD INFORMATION:
Directive Number:
031
Date:
September 18, 2025

OWNER: (name and address)
General Services Division
103 Michigan Avenue
Charleston, WV 25305

ARCHITECT: (name and address)
Pickering Associates - Charleston
318 Lee Street, West
Charleston, WV 25302

CONTRACTOR: (name and address)
Neighborgall Construction
1216 7th Avenue
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

The (3) isolation transformers will not fit beside the controllers on the north wall of the Elevator Machine Room. Instead of a short electrical run from the disconnect locations to the AC controller starters, the primary side of the buildings electrical feed must now be pulled to the isolation transformers on the west wall as the first point of contact for the elevator control. This results in added cost for the electrical contractor to pipe and wire.

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - Lump Sum increased by \$ 7,445.00
 - Unit Price of \$ 0.00 per
 - Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
 - As follows:

- The Contract Time will be unchanged by (0) days.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.


ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB
Director of Construction Services
(Printed name, title, and license
number if required)

9/18/25
Date


OWNER (Signature)

BY: Timothy M. Lee
(Printed name and title)

9/22/25
Date


CONTRACTOR (Signature)

BY: Hollie R. Massie,
Senior Project Manager
(Printed name and title)

9/19/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.32

Date: September 18, 2025
 Project: **WV Building 22 Renovation**
 Neighborgall #: 24-042
 State PO #: CPO 0211 4022 GSD2500000071 Pickering # - PA 2226056
 Description: **PR #32 - Electrical Work from Isolation Transformers for Elevators**

Description:

The (3) isolation transformers will not fit beside the controllers on the north wall of the Elevator Machine Room. Instead of a short electrical run from the disconnect locations to the AC controller starters, the primary side of the buildings electrical feed must now be pulled to the isolation transformers on the west wall as the first point of contact for the elevator control. This results in added cost for the electrical contractor to pipe and wire.

Cost Breakdown:

<i>NCC Subcontractor</i>	Hatzel & Buehler Electrical	\$ 6,443.00	10%	\$ 7,087.30
<i>Subtotal</i>				\$ 7,087.30
<i>Bond & Insurance</i>				\$ 211.72
<i>B&O Tax</i>			2%	\$ 145.98
Total Cost - ADD				\$ 7,445.00


 Hollie R. Massie
 Senior Project Manager



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER

Date: 09/16/2025

To: Hollie Massie
Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

Camera Cabling Extension

SIX THOUSAND FOUR HUNDRED FORTY-THREE DOLLARS

\$6,443.00

LABOR: \$4,316

MATERIAL: \$2,127.00

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,
Ian Haddox

Office: 681.305.1070
Mobile: 304.563.4557
i.haddox@hatzelandbuehler.com



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

Clarifications

1. Proposal is based on:
 - a. Working four (4) 10-hour days per week.
 - b. Discussions had onsite with WV Elevator personnel, September 11, 2025.
2. This proposal is in regard to additional requirements for power feeds to three elevator controller isolating transformers, not shown on plans.

Scope of Work

1. Furnish and install:
 - i. Conduit and wire from existing disconnect to new transformers provided by WV Elevator.
 1. Approximately 300' of 1-1/4" Conduit and approximately 1000' of #4 AWG wire.

Exclusions

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. All Civil and Structural work
4. Lifting equipment for material handling.
5. Painting, Patching and Repairs.
6. Electrical utility costs.
7. All temporary facilities.
8. Scaffolding.
9. Liquidated Damages
10. Any hazardous waste testing, removal, disposal or abatement.



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Construction Change Directive

PROJECT: (name and address) Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 032 Date: October 01, 2025
OWNER: (name and address) General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: (name and address) Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: (name and address) Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Proposal to provide gypsum board from designated height above ceiling to top out wall up to hard ceiling elevation to aid in sound protection. Associated work on the 4th Floor, 3rd Floor, and 2nd Floor. Walls on the 4th Floor were completed with that phase of work.

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - Lump Sum increased by \$ 41,255.00
 - Unit Price of \$ 0.00 per
 - Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
 - As follows:

- The Contract Time will be increased by Six (6) days.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

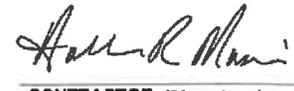
Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.


 ARCHITECT (Signature) OWNER (Signature)

BY: Sean Simon, AIA, NCARB
 Director of Construction Services
 (Printed name, title, and license number if required)

BY: Timothy M Lee
 (Printed name and title)

10/1/25
 Date


 CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.
 Project Manager
 (Printed name and title)

10/1/2025
 Date



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.33

Date: July 23, 2025
 Project: WV Building 22 Renovation
 Neighborgall #: 24-042
 State PO #: CPO 0211 4022 GSD25000000071
 Description: PR #33 - Top out walls per RFI #18
 Pickering # - PA 2226056

Description:

Proposal to provide gypsum board from designated height above ceiling to top out wall up to hard ceiling elevation to aid in sound protection. Associated work on the 4th Floor, 3rd Floor, and 2nd Floor. Walls on the 4th Floor were completed with that phase of work.

Request for time extension to adjust the Final Completion date - ADD - 6 days

Cost Breakdown:

<i>NCC Subcontractor</i>	Cornerstone Interiors - Finishes	\$ 35,934.62	10%	\$ 39,528.08
<i>Subtotal</i>				\$ 39,528.08
Bond & Insurance				\$ 918.00
B&O Tax			2%	\$ 808.92
Total Cost - ADD				\$ 41,255.00


 Hollie R. Massie
 Senior Project Manager



Pickering Associates
 11283 Emerson Ave.
 Parkersburg, West Virginia 26104
 P: 304.363.1004

Project: 2226056 State of WV Building 22 Interior Renovations
 1001 Lee Street
 Charleston, West Virginia 25301

RFI #18: Owner requested all gypsum board walls to be topped out

Revision	0	Status	Open
To	Sean Simon (Pickering Associates)	From	Brooklynn Hazlett (Neighborgall Construction)
Date Initiated	Sep 9, 2025	Due Date	Sep 16, 2025
Location			
Spec Section			
Drawing Number	Reference		
Linked Drawings			
Received From	Brooklynn Hazlett (Neighborgall Construction)		
Copies To	Hollie Massie (Neighborgall Construction), Amy Price (Neighborgall Construction), Sean Simon (Pickering Associates)		

Activity

Question *Question from Brooklynn Hazlett Neighborgall Construction on Tuesday, Sep 9, 2025 at 01:05 PM EDT*

There are only certain walls in offices, conference rooms, and training rooms, etc. noted to be topped out. The Owner has requested that all new gypsum board walls be topped out on the remaining floors for noise cancelling purposes. Please also review if any additional transfer ducts would be required for these walls to top out.

Awaiting an Official Response

PO Box 412
 Eleanor, WV 25070
 PHONE: 304-586-4700
 FAX: 304-586-9540
 WV License: WV025109

CORNERSTONE INTERIORS

Change Order Request

Change Order Submitted For:

Job Name:	State of WV Bldg 22 Interior Reno	C/O Date:	9.15.25
Contractor:	Neighborgall Construction	C/O No:	106R1_2nd floor
	1216 7th Avenue		
	Huntington, WV 25701		

Scope of Work

Material	Quantity	Cost	Total
2nd floor			
362S114-33	385		
r1116ufb	447		
58gwb	893		
gwb compound	3		
tape250	1		
dwt114 screws	1117		
	Material	Cost	\$ 1,401.90

Labor	Hours	Cost	Total
2nd floor			
framing	13		
insulation	5		
hanging	56		
finisher	25		
laborer	12		
	Labor	Cost	9,011.95

Total Change Order Amount 10,413.85

PO Box 412
 Eleanor, WV 25070
 PHONE: 304-586-4700
 FAX: 304-586-9540
 WV License: WV025109

CORNERSTONE INTERIORS

Change Order Request

Change Order Submitted For:

Job Name:	State of WV Bldg 22 Interior Reno	C/O Date:	9.15.25
Contractor:	Neighborgall Construction	C/O No:	106R1_3rd floor
	1216 7th Avenue		
	Huntington, WV 25701		

Scope of Work

Material	Quantity	Cost	Total
3rd floor			
362S114-33	764		
r1116ufb	877		
58gwb	1754		
gwb compound	5		
tape250	1		
dwt114 screws	2192		
	Material	Cost	\$ 2,726.93

Labor	Hours	Cost	Total
3rd floor			
framing	18		
insulation	9		
hanging	116		
finisher	55		
laborer	20		
	Labor	Cost	17,715.55

Total Change Order Amount **20,442.48**

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Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 033 Date: October 21, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Cost Proposal for labor and material to provide floor leveling for Storage Room 307 on the 3rd Floor as per RFI #20 response. The existing floor system has steel angle projecting above the concrete floor that will not allow for the new floor finish to be installed, floor leveling will correct situation.

PROPOSED ADJUSTMENTS

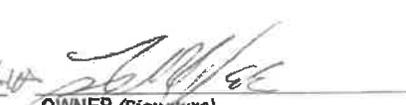
- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - Lump Sum increased by \$ 2,562.00
 - Unit Price of \$ 0.00 per
 - Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
 - As follows:

2. The Contract Time will be unchanged by (0) days.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

 ARCHITECT <i>(Signature)</i>	 OWNER <i>(Signature)</i>	 CONTRACTOR <i>(Signature)</i>
BY: Sean Simon, AIA, NCARB Director of Construction Services <i>(Printed name, title, and license number if required)</i>	BY: Timothy M. Lee <i>(Printed name and title)</i>	BY: Hollie R. Massie, Senior Project Manager <i>(Printed name and title)</i>
10/22/25 Date	10/23/25 Date	10/23/2025 Date



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.34

Date: October 16, 2025
 Project: WV Building 22 Renovation
 Neighborgall #: 24-042
 State PO #: CPO 0211 4022 GSD25000000071 Pickering # - PA 2226056
 Description: PR #34 - Floor Leveling for Storage Room 307

Description:

Cost Proposal for labor and material to provide floor leveling for Storage Room 307 on the 3rd Floor as per RFI #20 response. The existing floor system has steel angle projecting above the concrete floor that will not allow for the new floor finish to be installation, floor leveling will correct situation.

Cost Breakdown:

<i>NCC Subcontractor</i>	Cornerstone Interiors - Finishes	\$ 2,231.83	10%	\$ 2,455.01
<i>Subtotal</i>				\$ 2,455.01
Bond & Insurance				\$ 56.75
B&O Tax			2%	\$ 50.24
Total Cost - ADD				\$ 2,562.00

Hollie R. Massie
Senior Project Manager



Document G714° – 2017

Construction Change Directive

PROJECT: (name and address) Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 034 Date: October 24, 2025
OWNER: (name and address) General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: (name and address) Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: (name and address) Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Cost proposal for labor and material to provide sheathing, EPDM around the perimeter of the Maintenance Building, tie into existing roof membrane, terminate walls using flashing, and detail per Elevate's 30 year warranty requirements.

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - Lump Sum increased by \$ 3,933.00
 - Unit Price of \$ 0.00 per
 - Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
 - As follows:
- The Contract Time will be unchanged by (0) days.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.



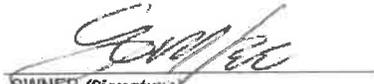
ARCHITECT (Signature)

BY: Sean Simon, AIA, NCARB
Director of Construction Services

(Printed name, title, and license number if required)

Date

10/24/25



OWNER (Signature)

BY: Timothy M. Lee
(Printed name and title)

Date

10/28/25



CONTRACTOR (Signature)

BY: Hollie R. Massie, Senior Project Manager

(Printed name and title)

Date

10/27/2025



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.35

Date: October 24, 2025
 Project: WV Building 22 Renovation
 Neighborgall #: 24-042
 State PO #: CPO 0211 4022 GSD2500000071 Pickering # - PA 2226056
 Description: PR #35 - EPDM, Flashing, and Sheathing at Maintenance Building

Description:

Cost proposal for labor and material to provide sheathing, EPDM around the perimeter of the Maintenance Building, tie into existing roof membrane, terminate walls using counter flashing, and detail per Elevate's 30 year warranty requirements.

Cost Breakdown:

<i>NCC Labor</i>	Sheathing Wall Backing	\$ 409.50	15%	\$ 470.93
<i>NCC Subcontractor</i>	Sutter Roofing	\$ 3,000.00	10%	\$ 3,300.00
<i>Subtotal</i>				\$ 3,770.93
Bond & Insurance				\$ 84.96
<u>B&O Tax</u>			2%	\$ 77.12
Total Cost - ADD				\$ 3,933.00

Hollie R. Massie
Senior Project Manager



"Safe, Solid and Secure Since 1902"

PO Box 2036 • Clarksburg, WV 26302 • (304) 624-6565

Fax: (304) 622-3637 • www.sutterroofing.us Contractor's License: # WV000463

Change Order Request #2 - Maintenance building walls

Date: 10/16/2025

Project Name: Building 22

Client: Neighborgall Construction

Attention: Hollie Massie/Amy Price

Description of Change: Add EPDM/counter flashing to Maintenance Building walls

Add .090 EPDM around the perimeter of the maintenance building, tie into existing roof membrane, terminate walls using counter flashing and detail per Elevate's 30 yr warranty requirements.

Total Subcontractor Change Request Addition/(Deletion)

\$3,000.00

Submitted By:

Isaac Walters

Isaac Walters

Project Manager/Service Manager

Accepted By:

Company:

Print Name:

Title:

Notes:

- Sutter Roofing is not responsible for cutting existing siding or installing framing to adhere new membrane.
- Work must be performed during the same period as the punch list or curb install, no additional mobilization is included.

AIA® Document G714® – 2017

Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 035 Date: November 13, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Cost Proposal for changes to the 2nd, Mezzanine, 1st, & Basement Floors per revised drawings:

- Architectural Drawings: A110, A111, A111A, A112, A121A, A122, A150, A151, A151A, A152, A411, A412, A413, and A610 per Revision 9 dated 9/2/2025
- Electrical Drawings: E113 & E123 Revision 1 dated 10/22/2025, E133 per Revision 2 dated 10/22/2025, E122 & E603 per Revision 1 dated 10/23/2025, E132 & E604 per Revision 2 dated 10/23/2025, E111 & E121 per Revision 1 dated 10/29/2025, and E131 per Revision 1 dated 10/29/2025

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- Lump Sum increased by \$ 202,643.00
- Unit Price of \$ 0.00 per
- Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
- As follows:

2. The Contract Time will be increased by Twenty-One (21) days.

NOTE: *The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.*

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

ARCHITECT (Signature)

OWNER (Signature)

BY: Sean Simon, AIA, NCARB
Director of Construction Services

BY: Timothy M. Lee
(Printed name and title)

(Printed name, title, and license
number if required)

11/13/25
Date

11/19/25
Date



CONTRACTOR (Signature)

BY: Hollie R. Massie, Senior Project
Manager

(Printed name and title)

11/19/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.36

Date: November 7, 2025
 Project: WV Building 22 Renovation
 Neighborgall #: 24-042
 State PO #: CPO 0211 4022 GSD2500000071 Pickering # - PA 2226056
 Description: PR #36 - 2nd Floor, Mezzanine, 1st Floor, and Basement Revisions

Description:

Cost Proposal for changes to the 2nd, Mezzanine, 1st, & Basement Floors per revised drawings:

*Architectural Drawings A110, A11, A111A, A112, A121A, A122, A150, A151, A151A, A152, A411, A412, A413, and A610 per Revision 9 dated 9/2/2025

*Electrical Drawings:

E113 & E123 per Revision 1 dated 10/22/2025

E133 per Revision 2 dated 10/22/2025

E122 & E603 per Revision 1 dated 10/23/2025

E132 & E604 per Revision 2 dated 10/23/2025

E111 & E121 per Revision 1 dated 10/29/2025

E131 per Revision 1 dated 10/29/2025

Proposal reflects changes to casework items, walls, finish schedule changes for flooring, base, ceilings, & paint, and electrical items at cubicle layout, lights, etc.

Request for time extension to adjust the Final Completion date - ADD - 21 days

Cost Breakdown:

<i>NCC Labor</i>	General Cleanup	\$ 1,100.00	15%	\$ 1,265.00
	Coordination / Layout	\$ 1,269.00	15%	\$ 1,459.35
	Base & Wall Cabinets, Countertops	\$ 2,483.00	15%	\$ 2,855.45
	Book Shelves & Tall Cabinet	\$ 876.00	15%	\$ 1,007.40
	Wood Cap & Wood Blocking	\$ 497.00	15%	\$ 571.55
	Door, Frame, Hardware Credit	\$ (315.00)	15%	\$ (362.25)
	<i>NCC Material</i>	Skidsteer Equipment & Temp Mats	\$ 416.00	15%
Chandler's Plywood - Casework mat		\$ 13,991.32	15%	\$ 16,090.02
Wood Cap & Wood Blocking		\$ 405.00	15%	\$ 465.75
<i>NCC Subcontractor</i>	Cornerstone Interiors - Finishes	\$ 40,021.47	10%	\$ 44,023.62
	Hatzel & Buehler - Electrical Items	\$ 115,079.46	10%	\$ 126,587.41
<i>Subtotal</i>				\$ 194,441.69
<i>Bond & Insurance</i>				\$ 4,227.92
<i>B&O Tax</i>				2% \$ 3,973.39
Total Cost - ADD				\$ 202,643.00

Home R. Massie
Senior Project Manager



Quotation

Date 10/27/25

To: General Contractor 12

Ship To: Same as 'To'

Attention : n/a
Project Desc. : BUILDING 22 2ND/1ST/MEZ ADD
Terms : n/a
Answers Ticket: n/a

Project Id : 17781
Ship Via : Our Truck
P.O. Number : n/a
Salesperson : Tyler Bowman

PRICE INCLUDES GRAY MELAMINE CASEWORK, STANDARD MELAMINE EDGE BANDING, PLASTIC LAMINATE TOPS, METAL SURFACE MOUNT SUPPORT BRACKETS, CUSTOM BUILT BOOK CASE AND CUSTOM DEPTH CASEWORK IN SECURITY 118.

PRICE INCLUDES ALL MATERIALS FOR LISTED AREAS ONLY AND INCLUDES DEDUCT OF ROOM M00 CORRIDOR THAT HAS BEEN DELETED FROM ORIGINAL QUOTE.

PRICE INCLUDES TAIL-GATE DELIVERY

Item No	Description	Qty	UOM	Selling Price
OFFICE 207				
1	UC212484			
WORKSTATION 209				
2	B36 OPEN (QTY4)			
3	B28 OPEN			
4	P-LAM TOP 168" X 54" X 25 1/4"			
WORK STATION M22				
5	B36 OPEN (QTY3)			
6	BF16			
OFFICE M20				
7	U-SHAPE P-LAM TOP 120" X 144" X 144" X 25 1/4"			
8	METAL SUPPORT BRACKETS (QTY6)			

Item No	Description	Qty	UOM	Selling Price
CORRIDOR M00				
9	9672 F.I. BOOK SHELF			
SECURITY 118				
10	DB24-3D 12" DEEP			
11	B24 OPEN 12" DEEP			
12	DB16-3D 18" DEEP			
13	B31 OPEN 22" DEEP			
14	W3130			
15	WF3 (QTY2)			
16	BF3 (QTY2)			
17	BOX END FILLER			
18	P-LAM TOP 33" X 25 1/4"			
19	P-LAM TOP 98" X 25 1/4"			
20	P-LAM ANGLE TOP 24'			
CORRIDOR M00 DEDUCT				
21	PLASTIC LAMINATE TOP 126" X 25 1/4"			
22	ETAL SUPPORT BRACKETS (QTY3)			
23	Base Bid			\$13,076.00

TOTAL \$13,076.00

915.32 + TAX 7%

\$13,991.32 ✓

Please Note: Prices valid for 30 days.

*Total does not include applicable taxes

Acceptance of Quotation

Chandler's Plywood Products
17781 - BUILDING 22 2ND/1ST/MEZ ADD
General Contractor 12

Quotation
Date 10/27/25
Page No 3 of 3 Pages

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: General Contractor 12 By _____ Date: _____

Accepted: Chandler's Plywood Products By _____ Date: _____

PO Box 412
 Eleanor, WV 25070
 PHONE: 304-586-4700
 FAX: 304-586-9540
 WV License: WV025109

CORNERSTONE INTERIORS

Change Order Request

Change Order Submitted For:

Job Name:	State of WV Bldg 22 Interior Reno	C/O Date:	10.13.25
Contractor:	Neighborgall Construction	C/O No:	107
	1216 7th Avenue		
	Huntington, WV 25701		

Scope of Work

CO proposal to REV 9 Basement, 1st , Mezz and 2nd floors

096813	Basement Add CPT-2 carpet in lieu of CPT-1 carpet Material		\$	3,758.40
096513	1st floor Resilient Rubber Base Material		\$	195.75
	Labor		\$	201.55
096519	Resilient Rubber Flooring Material		\$	2,963.80
	Labor		\$	1,471.75
096519	Resilient SVP Flooring Material		\$	1,119.40
	Labor		\$	678.60
099123	Add Prime and paint existing GWB walls Material		\$	255.20
	Labor		\$	1,213.65
096813	Mezzanine Add CPT-2 carpet in lieu of CPT-1 carpet Material		\$	14,833.50
096813	2nd floor Credit GWB Partition Material		\$	(557.00)
	Labor		\$	(2,904.00)
096519	Resilient SVP Flooring Material		\$	1,613.85
	Labor		\$	977.30
096813	Add CPT-2 carpet in lieu of CPT-1 carpet Material		\$	8,681.15
099123	Credit Prime and paint existing GWB walls Material		\$	(56.00)
	Labor		\$	(328.00)
	Total		\$	34,118.90
	Overhead	15.00%	\$	5,117.84
	B&O Tax	2.00%	\$	784.73

Total Change Order Amount 40,021.47



HATZEL & BUEHLER, INC.
Electrical Construction Since 1884

BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER

Date: 11/03/2025

To: Hollie Massie
 Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

TOTAL COST

ONE HUNDRED FIFTEEN THOUSAND EIGHTY DOLLARS

~~-\$115,080.00~~

Drawing	Material	Labor	B&O Tax
E111	\$ 210.00	\$ 566.00	
E121	\$ 271.00	\$ 625.00	
E122	\$ 673.00	\$ 1,789.00	
E123	\$ 4,929.00	\$ 20,389.00	
E131	\$ 1,480.00	\$ 3,727.00	
E132	\$ 2,930.00	\$ 4,358.00	
E133	\$ 30,154.00	\$ 40,722.00	
	\$ 40,647.00	\$ 72,176.00	\$ 2,257.00

\$ 115,079.46

\$ 2,256.46

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,
 Ian Haddox

Office: 681.305.1070
 Mobile: 304.563.4557
 i.haddox@hatzelandbuehler.com



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

Clarifications

1. Proposal is based on:
 - a. Working four (4) 10-hour days per week. Premium time is included.
 - b. Owner provided cubicles include required receptacles.
2. Proposal is valid for acceptance within 15 days. H&B reserves the right to revise pricing based on labor, materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for owner directed revisions of 1st, Mezzanine, and 2nd Floor lighting, power and data layout and cubicle connections.

Inclusions:

1. E111:
 - a. Relocation of light switch.
2. E113:
 - a. No Cost Change for revisions shown.
3. E121:
 - a. Addition of receptacle for new security monitor (Qty 1)
4. E122:
 - a. Reduction of one (1) quadraplex to a duplex receptacle.
 - b. Addition of quadraplex receptacles (Qty 2)
5. E123:
 - a. Additional cubicle connections and associated conduit/wire.
6. E131:
 - a. Additional Data Drop (Qty 1)
 - b. Additional Patch Cable (Qty 1)
 - c. Relocation of Door Release
 - d. Relocation of Emergency Push Button
7. E132:
 - a. Additional Data Drops (Qty 6)
 - b. Additional Patch Cables (Qty 6)
8. E133:
 - a. Additional Data Drops (Qty 78)
 - b. Additional Patch Panels (Qty 4)
 - c. Additional Patch Cables (Qty 78)
 - d. Additional Consolidation Points (Qty 3)
9. E603:
 - a. No cost change for revisions shown (utilizing existing spare breakers)
10. E604:
 - a. No cost change for revisions shown (utilizing existing spare breakers)



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

Exclusions

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting equipment for material handling.
6. Painting, Patching and Repairs.
7. Electrical utility costs.
8. All temporary facilities.
9. Scaffolding.
10. Liquidated Damages
11. Any hazardous waste testing, removal, disposal or abatement.

AIA Document G714® – 2017

Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 036 Date: November 13, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Proposal to remove (3) existing fence posts and replace with (3) new fence posts at the back entry to the building. See attached photo for chain link fence post locations. The end post will be reset in a new retaining wall cap. The other two internal fence posts will have center support posts and will be surface mounted to the top of the existing concrete wall.

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - Lump Sum increased by \$ 2,884.00
 - Unit Price of \$ 0.00 per
 - Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
 - As follows:

- The Contract Time will be unchanged by (0) days.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

 _____ ARCHITECT <i>(Signature)</i>	 _____ OWNER <i>(Signature)</i>	 _____ CONTRACTOR <i>(Signature)</i>
BY: Sean Simon, AIA, NCARB Director of Construction Services <i>(Printed name, title, and license number if required)</i>	BY: Timothy M. Lee <i>(Printed name and title)</i>	BY: Hollie R. Massie, Senior Project Manager <i>(Printed name and title)</i>
Date <u>11/13/25</u>	Date <u>11/19/25</u>	Date <u>11/19/2025</u>



1216 7th Avenue
 Huntington, WV 25701
 304-525-5181

Change Proposal Request No.37

Date: November 11, 2025
 Project: WV Building 22 Renovation
 Neighborgall #: 24-042
 State PO #: CPO 0211 4022 GSD25000000071
 Description: PR #37 - Fence Posts at Back Entry
 Pickering # - PA 2226056

Description:

Proposal to remove (3) existing fence posts and replace with (3) new fence posts at the back entry to the building. See attached photo for chain link fence post locations. The end post will be reset in a new retaining wall cap. The other two internal fence posts will have a center support posts and will be surface mounted to the top of the existing concrete wall.

Cost Breakdown:

<i>NCC Labor</i>	Demo & Replace Fence Posts	\$ 1,120.00	15%	\$ 1,288.00
	Repour Concrete Wall, Epoxy, & Supports	\$ 560.00	15%	\$ 644.00
<i>NCC Material</i>	Epoxy & Concrete/Forming	\$ 134.00	15%	\$ 154.10
	Fence Post Material - Quote	\$ 449.40	15%	\$ 516.81
	Material Delivery	\$ 150.00	15%	\$ 172.50
<i>Subtotal</i>				\$ 2,775.41
<i>Bond & Insurance</i>				\$ 52.04
<i>B&O Tax</i>			2%	\$ 56.55
Total Cost - ADD				\$ 2,884.00

Hollie R. Massie
 Senior Project Manager

PROPOSAL



DENNER'S FENCE, LLC
 482 WASHINGTON AVE.
 OAK HILL, WV 26901
 (304) 469-4366

Page No. 1 of 1 Pages

PROPOSAL SUBMITTED TO <i>Neighbergall Construction</i>		PHONE <i>304 812-7702</i>	DATE <i>10-30-25</i>
STREET <i>1216 7th Ave.</i>		JOB NAME <i>Materials Sale</i>	
CITY, STATE, ZIP CODE <i>Huntington, WV 25701</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

- 1- 3" SS40 Post 8' long*
- 1- 3" Post Cap*
- 2- 2 1/2" SS40 Posts 8' long with 6"X6" Galvanized Flanges welded on with open centers*
- 2- 2 1/2" Loop Caps*
- 3- 1 1/2" SS40 Posts 6' long*

<i>Materials</i>	<i>420.00</i>
<i>7% Tax</i>	<i>29.40</i>
<i>Total</i>	<i>\$ 449.40</i>

"Does not Include Delivery" - Add \$150.00 for Delivery

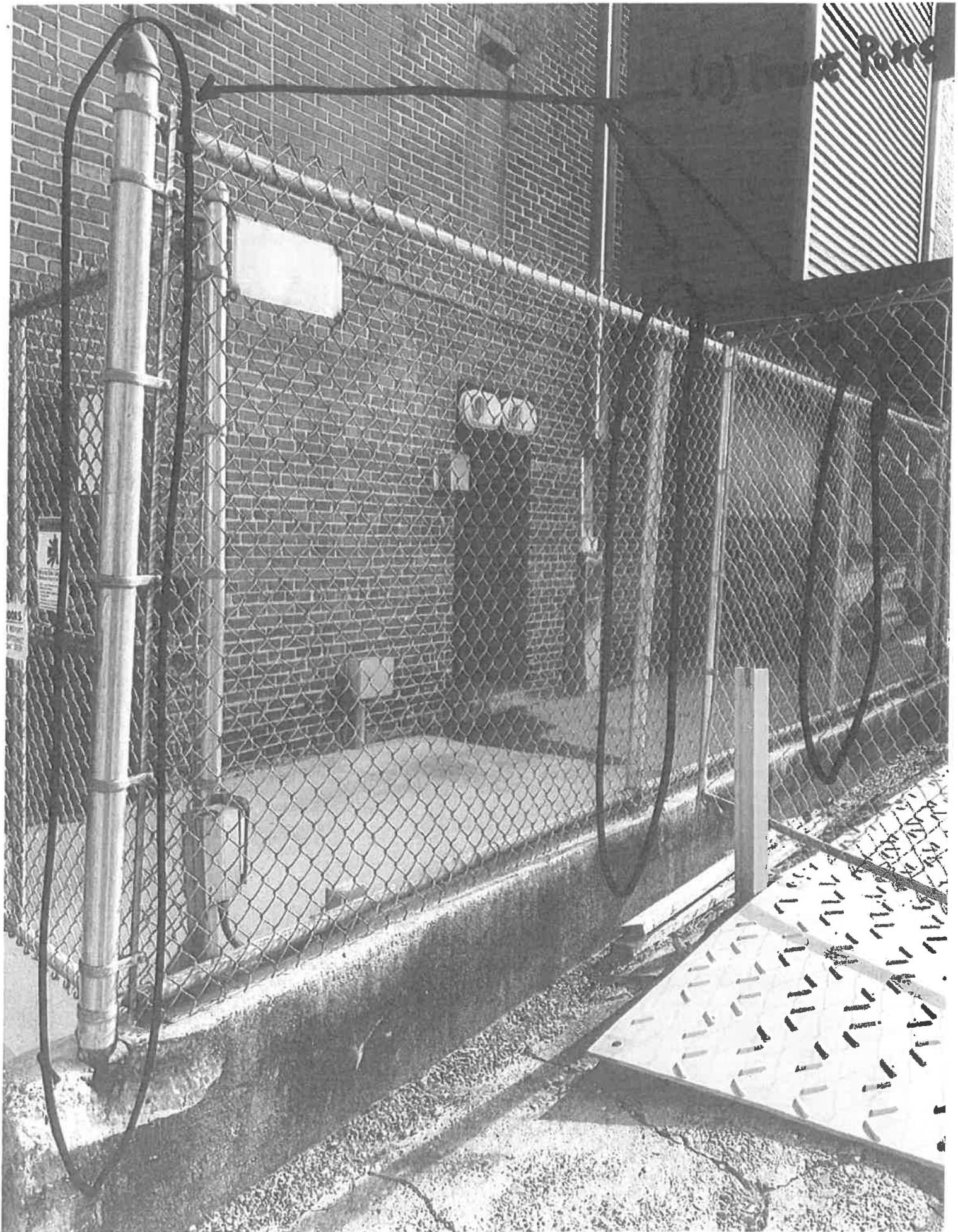
We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *Jerry L. ...*

Note: This proposal may be withdrawn by us if not accepted within _____ days.





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Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 037 Date: November 13, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Provide electrical work at circulation pumps per RFI #21 Response. Provide and install disconnects and associated wire/conduit from pumps to designated panel.

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - Lump Sum increased by \$ 7,800.00
 - Unit Price of \$ 0.00 per
 - Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
 - As follows:
- The Contract Time will be unchanged by (0) days.

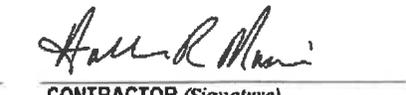
NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.


 ARCHITECT *(Signature)*
 BY: Sean Simon, AIA, NCARB
 Director of Construction Services
(Printed name, title, and license number if required)
 11/13/25
 Date


 OWNER *(Signature)*
 BY: Timothy M. Lee
(Printed name and title)
 11/17/25
 Date


 CONTRACTOR *(Signature)*
 BY: Hollie R. Massie, Senior Project Manager
(Printed name and title)
 11/19/2025
 Date



1216 7th Avenue
 Huntington, WV 25701
 304-525-5181

Change Proposal Request No.38

Date: November 11, 2025
 Project: WV Building 22 Renovation
 Neighborgall #: 24-042
 State PO #: CPO 0211 4022 GSD25000000071 Pickering # - PA 2226056
 Description: PR #38 - Electrical Work at Circulation Pumps per RFI #21

Description:

Provide electrical work at circulation pumps per RFI #21 Response. Provide and install disconnects and associated wire/conduit from pumps to designated panel.

Cost Breakdown:

<i>NCC Subcontractor</i>	Hatzel & Buehler Electrical	\$ 6,810.00	10%	\$ 7,491.00
<i>Subtotal</i>				\$ 7,491.00
Bond & Insurance				\$ 156.06
B&O Tax			2%	\$ 152.94
Total Cost - ADD				\$ 7,800.00

Holle R. Massie
 Senior Project Manager



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER

Date: 11/03/2025

To: Hollie Massie
Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

Stairwell Lights

SIX THOUSAND EIGHT HUNDRED TEN DOLLARS

\$6,810.00

LABOR: \$3,891

MATERIAL: \$2,919

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,
Ian Haddox

Office: 681.305.1070
Mobile: 304.563.4557
i.haddox@hatzelandbuehler.com



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

Clarifications

1. Proposal is based on:
 - a. Working four (4) 10-hour days per week. Premium time included.
2. Proposal is valid for acceptance within 15 days. H&B reserves the right to revise pricing based on materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for the addition of two disconnects and associated conduit and wire via RFI #21 Response.

Inclusions:

- a. Furnish and install two new NEMA 3R 30A disconnects and associated conduit and wire.

Exclusions

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting equipment for material handling.
6. Painting, Patching and Repairs.
7. Electrical utility costs.
8. All temporary facilities.
9. Scaffolding.
10. Liquidated Damages
11. Any hazardous waste testing, removal, or abatement.



Pickering Associates
 11283 Emerson Ave.
 Parkersburg, West Virginia 26104
 P: 304.363.1004

Project: 2226056 State of WV Building 22 Interior Renovations
 1001 Lee Street
 Charleston, West Virginia 25301

RFI #21: Rooftop Circulation Pumps

Revision	0	Status	Closed on 10/27/25
To	Sean Simon (Pickering Associates)	From	Amanda Hooser (Neighborgall Construction) 1216 7th Avenue Huntington, West Virginia 25707
Date Initiated	Oct 27, 2025	Due Date	Nov 3, 2025
Location			
Spec Section			
Drawing Number	Reference		
Linked Drawings			
Received From			
Copies To	David Boggs (Pickering Associates), Michael Dempsey (WV State Tax Department), Amanda Hooser (Neighborgall Construction), Jeff Hosek (Pickering Associates), Christopher King (WV State Tax Department), Timothy Lee (West Virginia State Capitol), Hollie Massie (Neighborgall Construction), Mark Moore (Pickering Associates), Scotty Pauley (West Virginia State Capitol), Amy Price (Neighborgall Construction), Sean Simon (Pickering Associates)		

Activity

Question **Question from Amanda Hooser Neighborgall Construction on Monday, Oct 27, 2025 at 10:14 AM EDT**
 DC-1 on the roof requires two circulation pumps, neither pump is shown on the electrical plans. Each pump requires power and can operate at 3PH 480V or 3PH 208V. Amp draw on 480V is 4.8A and 10.7A on 208V per equipment name plate data. DC-1 operates at 480V.
 Where should we provide power from for these pumps and do they require disconnects?

Official Response **Response from Sean Simon Pickering Associates on Monday, Oct 27, 2025 at 04:07 PM EDT**
 Provide and install two new 20A three phase breakers in 208V Three Phase Panel '5L'. Provide and install 3-#12 and #12G in 3/4" conduit. Provide and install local disconnect.

All Replies **Response from Sean Simon Pickering Associates on Monday, Oct 27, 2025 at 04:07 PM EDT**
 Provide and install two new 20A three phase breakers in 208V Three Phase Panel '5L'. Provide and install 3-#12 and #12G in 3/4" conduit. Provide and install local disconnect.

Change Order Number: 007
Building 22 Interior Renovations
1001 Lee Street, East
Charleston, WV 25301

Increase PENALTY RIDER

To be attached to and form part of:

Bond Number 449981J
Dated November 15, 2024
Issued by the Ohio Farmers Insurance Company
(Surety)
On behalf of The Neighborgall Construction Company
(Principal)
And in favor of State of West Virginia Department of Administration Purchasing Division
(Obligee)

Now therefore, it is agreed that in consideration of the premium charged, the original bond shall be amended as follows:

THE BOND PENALTY SHALL BE Increased:

TO: Eight Million Five Hundred Sixty Five Thousand Nine Hundred Fifty Nine Dollars and no/100 (\$8,565,959.00)

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider is to be Effective this 8th day of December, 2025

Signed, Sealed & Dated this 8th day of December, 2025

The Neighborgall Construction Company
PRINCIPAL

BY: 
C.R. Neighborgall, IV, President

Ohio Farmers Insurance Company
SURETY

BY: 
Patricia A. Moye, WV Resident Agent, ATTORNEY-IN-FACT

ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____
7. _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Cabell to-wit:
11. I, Jamie Davidson, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that C.R. Neighborgall
13. who as, President signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this _____ day of December 20 25
16. Notary Seal  _____
17. Jamie Davidson
(Notary Public)
18. My commission expires on the _____ day of January 20 27

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Syvannah L. Patterson, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Patricia A. Moye
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Old Partners Insurance Company a corporation,
25. has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
26. Given under my hand _____ day of December 20 2025
27. Syvannah L. Patterson
(Notary Public)
28. My commission expires on the 2nd day of September 20 30

Sufficiency in Form and Manner of Execution Approved

This 25th day of February 20 26

By: John S. Gray
Attorney General
(Deputy Attorney General)



Approved
[Signature]

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor, State Purchasing Division

From: Cody Taylor, Procurement Specialist Sr., General Services Division

Cody Taylor

Date: December 16, 2025

Ref: Change Order # 7 – CPO GSD2500000007 – Building 22 Interior Renovations

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order #7 to our contract (CPO GSD2500000007) with Neighborgall Construction. for Building 22 Interior Renovations. The following are the Construction Change Directives (CCDs) associated with the changes requested:

CCD 31 (\$7,445.00) – Three (3) isolations transformers would not fit beside the controllers on the north wall of the Elevator Machine Room as designed, so wiring had to be pulled and piped to extend to the isolation transformers new final location.

CCD 32 (\$41,255.00) – Sound dampening measures were taken by adding gypsum board to the buildouts of elevator adjacent room walls, extending the wall to the top of the floor above. This work was on floors 2, 3, and 4.

CCD 33 (\$2,562.00) – The flooring in Storage Room 307 had a steel angle projecting above the concrete floor that would not allow for the new flooring finish to be installed. Floor leveling measures were needed and taken to level the floor in this room to install the new flooring finish as designed.

CCD 34 (\$3,933.00) – Labor and material for sheathing, EPDM around the perimeter of the Maintenance Building, to tie into existing roof membrane, terminate walls using flashing, and add 30-year roofing warranty.

CCD 35 (\$202,643.00) – Due to Office of Technology requests/requirements and Tenants (Tax Department - revised casework), there were several revisions that were required to the second, Mezzanine, 1st, and Basement floors. Related drawings for all of these revisions are listed on the G701.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

CCD 36 (\$2,884.00) – Removal and replacement of 3 damage fence posts at the rear gated entry of the building.

CCD 37 (\$7,800.00) – Two rooftop circulation pumps were required on the electrical drawings, but the associated required wiring required was omitted from the drawings. This CCD covers the omitted wiring.

The additional equipment and work will have a total cost of \$268,522.00 and require an extension of 27 days.

Original Contract Price: \$7,820,000.00
Change Order 2 (Increase): \$ 38,721.00
Change Order 3 (Increase): \$ 268,907.00
Change Order 4 (Increase): \$ 22,329.00
Change Order 5 (Increase): \$ 73,312.00
Change Order 6 (Increase): \$ 74,168.00
Change Order 7 (Increase): \$ 268,522.00
New Contract Total: \$8,565,959.00

Current Final Completion Date: July 14th, 2026
New Final Completion Date: August 10th, 2026

If you have any questions, or need additional information, please contact me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CPO 0211 GSD2500000007 - Building 22 Interior Renovations CO#7

The Accompanying Request has been reviewed and approved by the following:



Agency Head


Cabinet Secretary/Department Head

1/8/2026

Date
2/9/26

Date

Governor's Office Representative

Date

Total Cost:

Current = \$8,297,437.00, CO#7 = \$268,522.00 New Total = \$8,565,959.00

Award Document Number:

CPO 0211 GSD2500000007, Change Order 7

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #7 for the Building 22 Tax Interior Renovations Project, an increase of \$268,522.00 to the current contract value of \$8,297,437.00, resulting in a new contract total of \$8,565,959.00. The following scope changes are needed:

✓ CCD 31 (\$7,445.00) – Three (3) isolation transformers would not fit beside the controllers on the north wall of the Elevator Machine Room as designed, so wiring had to be pulled and piped to extend to the isolation transformers new final location.

CCD 32 (\$41,255.00) – Sound dampening measures were taken by adding gypsum board to the buildouts of elevator adjacent room walls, extending the wall to the top of the floor above. This work was on floors 2, 3, and 4.

CCD 33 (\$2,562.00) – The flooring in Storage Room 307 had a steel angle projecting above the concrete floor that would not allow for the new flooring finish to be installed. Floor leveling measures were needed and taken to level the floor in this room to install the new flooring finish as designed.

CCD 34 (\$3,933.00) – Labor and material for sheathing, EPDM around the perimeter of the Maintenance Building, to tie into existing roof membrane, terminate walls using flashing, and add 30-year roofing warranty.

CCD 35 (\$202,643.00) – Combined change directive to address tenant(Tax)-requested furniture layout changes and for electrical modifications required to meet newer WVOT standard for cabling installation (Tax is funding the portion associated with their request).

CCD 36 (\$2,884.00) – Removal and replacement of 3 damage fence posts at the rear gated entry of the building.

✓ CCD 37 (\$7,800.00) – Two rooftop circulation pumps were required on the electrical drawings, but the associated required wiring required was omitted from the drawings. This CCD covers the omitted wiring.

This change order adds 27 days to overall construction duration. New Final Completion Date: August 10th, 2026. Total increase, from original contract value, for change orders to-date is 9.5%

Funding: Appropriated General Revenue, Appropriated Special Revenue. GSD is under MOU with Tax for the agency to fund "Tenant"-required scope items, plus to fund 47% of the overall construction costs. Tax has reviewed and approved of the request for the change order.



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV005339

CLASSIFICATION:

CONCRETE
ELECTRICAL
GENERAL BUILDING
GENERAL ENGINEERING
HVAC
MASONRY
MULTIFAMILY
PIPING
PLUMBING
RESIDENTIAL

SPECIALTY
ROOFING
DRYWALL
PAINTING
DEMOLITION

THE NEIGHBORGALL CONSTRUCTION COMPANY
1216 7TH AVE
HUNTINGTON, WV 25701

DATE ISSUED

EXPIRATION DATE

SEPTEMBER 19, 2025

SEPTEMBER 19, 2026

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



WEST VIRGINIA
CONTRACTOR
LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.



Revolutionary FAR Overhaul Impacts to SAM.gov Show Details
Aug 15, 2025



See All Alerts

Records Retention Policy Impacts Old SAM Registration Data Show Details
May 21, 2025



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For more information on how to use our keyword search, visit our help guide

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Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"The Neighborgall Construction Company"

Classification

Excluded Individual

Excluded Entity

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Exclusion Type

Exclusion Program

Location

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West Virginia Secretary of State — Online Data Services

Business and Licensing

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

THE NEIGHBORGALL CONSTRUCTION COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/23/1946		1/23/1946	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)	Capital Stock	50000.0000
Charter County	Cabell	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	<input type="checkbox"/>
At Will Term Years		Pa	
Authorized Shares	500	Y Entr	

X Close

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Addresses

Type	Address
Local Office Address	1216 7TH AVENUE HUNTINGTON, WV, 25701
Mailing Address	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
Notice of Process Address	CHARLES NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Principal Office Address	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
Type	Address

Officers

Type	Name/Address
Incorporator	C. R. NEIGHBORGALL 105 W. 10TH AVE. HUNTINGTON, WV, 25701
Incorporator	C. R. NEIGHBORGALL, JR. 233 MAIN ST. HUNTINGTON, WV, 25701
President	C. R. NEIGHBORALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Secretary	ELIZABETH H NEIGHBORGALL 1216 7TH AVENUE HUNTINGTON, WV, 25701
Treasurer	C R NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Vice-President	DONALD A BATES 1216 7TH AVENUE HUNTINGTON, WV, 25701
Type	Name/Address

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Subsidiaries

Name	Address
------	---------

FOUNDATION MANAGEMENT, LLC
1216 7TH AVENUE
HUNTINGTON, WV, 25701

M&BC EQUIPMENT, LLC
51 DOSS HILL ROAD
BARBOURSVILLE, WV, 25504

TRUE STRING MASONRY, LLC
51 DOSS HILL ROAD
BARBOURSVILLE, WV, 25504

Name

Address

Date

Amendment

1/5/1999

RESTATED ARTICLES

1/27/1955

AMENDMENT INCREASE TO \$100,000.00. BOOK 216, PAGE 610.

Date

Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

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2012

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Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, December 16, 2025 — 9:02 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>2/18/2024</u> Solicitation No. <u>GSD 25#07</u> <div style="font-size: 1.2em; color: blue; text-align: center;"> CO# → increase ↓ Extend </div>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD250000007 PF No.: 1431105
---	---

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____